

**Subject:** Re: Melrose Permit for Holiday Lighting  
**From:** Kim Sudhalter  
**Date:** 11/29/2016 09:37 AM  
**To:** "Bauer, Cheri" <cheri.bauer@nfp.com>  
**CC:** "La Rue, Rick" <rick.larue@nfp.com>, "Columbia, Suzan" <suzan.columbia@nfp.com>

Thanks so much, Cheri!

Kim

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**From:** "Bauer, Cheri" <cheri.bauer@nfp.com>  
**Date:** Tuesday, November 29, 2016 at 10:28 AM  
**To:** Kim Sudhalter <kim@urbanlegendpr.com>  
**Cc:** "La Rue, Rick" <rick.larue@nfp.com>, "Columbia, Suzan" <suzan.columbia@nfp.com>  
**Subject:** RE: Melrose Permit for Holiday Lighting

Kim - I forgot to mention that I also received the City's approval, so permit process can be completed at their end.

Should you have any questions, please do not hesitate to contact me.

Thank you,

**Cheri Bauer**

Commercial Lines Manager, Simi Valley  
NFP Property & Casualty  
2450 Tapo Street | Simi Valley, CA 93063  
P: 805.537.0106 | F: 805.579.1916 | [Cheri.Bauer@nfp.com](mailto:Cheri.Bauer@nfp.com) | [www.nfp.com](http://www.nfp.com)



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**From:** Kim Sudhalter [mailto:kim@urbanlegendpr.com]  
**Sent:** Tuesday, November 29, 2016 10:17 AM  
**To:** Bauer, Cheri; Columbia, Suzan  
**Cc:** La Rue, Rick; Don Duckworth  
**Subject:** Re: Melrose Permit for Holiday Lighting

Just got them in this very second (attached). Look ok to you?

And I received an ok from the city yesterday on the insurance. Did you receive the notification too?

Certificate Approval (CA) #108802

Certificate link : <http://track4la.lacity.org:80/DataServlet2010?action=7&is2010=true&formid=108802&type=2010&emaillink=6108802>

Best,  
Kim

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**From:** "Bauer, Cheri" <cheri.bauer@nfp.com>  
**Date:** Tuesday, November 29, 2016 at 10:04 AM  
**To:** Kim Sudhalter <kim@urbanlegendpr.com>, "Columbia, Suzan" <suzan.columbia@nfp.com>  
**Cc:** "La Rue, Rick" <rick.larue@nfp.com>, Don Duckworth <duckworth.donald@gmail.com>  
**Subject:** RE: Melrose Permit for Holiday Lighting

Hi Kim;

Have you received the corrected Certificate naming Melrose BIA instead of Urban Legends PR as Additional Insured as well as City of L.A., which was ok on the certificate. It is needed today.

Should you have any questions, please do not hesitate to contact me.

Thank you,

**Cheri Bauer**

Commercial Lines Manager, Simi Valley  
NFP Property & Casualty  
2450 Tapo Street | Simi Valley, CA 93063  
P: 805.537.0106 | F: 805.579.1916 | [Cheri.Bauer@nfp.com](mailto:Cheri.Bauer@nfp.com) | [www.nfp.com](http://www.nfp.com)



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**From:** Kim Sudhalter [<mailto:kim@urbanlegendpr.com>]

**Sent:** Monday, November 28, 2016 2:19 PM

**To:** Columbia, Suzan

**Cc:** La Rue, Rick; Don Duckworth

**Subject:** Melrose Permit for Holiday Lighting

Hi Suzan:

Per your request below I have attached a copy of our contract with the City of Los Angeles and the Certificates of Insurance from our vendor, iMS Intl.

Please let me know when you can issue the Certificate for the City of LA.

Many thanks,  
Kim

Kim Sudhalter  
Urban Legend PR  
213.369.6062

From: "Columbia, Suzan" <[suzan.columbia@nfp.com](mailto:suzan.columbia@nfp.com)>

Date: Nov 23, 2016 12:22 PM

Subject: FW: URGENT FW: Permit for Holiday Lighting - Melrose Business Improvement District

To: "Donald Duckworth" <[duckworth.donald@gmail.com](mailto:duckworth.donald@gmail.com)>

Cc: "La Rue, Rick" <[rick.larue@nfp.com](mailto:rick.larue@nfp.com)>

Hi Don,

In order to request issuance of the Certificate for the City of LA, and the additional insured endorsement for your policy, we need the following documents:

Ø A copy of your contract with the City of Los Angeles

Ø A copy of the Vendor's Certificate of Insurance naming you and the City of Los Angeles as Additional Insureds, with the appropriate additional insured endorsements attached.

***Should you have any questions or if we can be of further assistance, please let us know.***

Thank you,

**Suzan Columbia, CISR**

Commercial Lines Senior Account Manager  
NFP Property & Casualty  
2450 Tapo Street | Simi Valley, CA 93063  
P: 805.537.0111 | F: 805.579.1916 | [suzan.columbia@nfp.com](mailto:suzan.columbia@nfp.com) | [www.nfp.com](http://www.nfp.com) <<http://www.nfp.com/>>

***Our office will be closing at 2:00pm on Wednesday, November 23rd and will be closed Thursday, November 24th and Friday,***

**November 25th in observance of the Thanksgiving Holiday.**



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**From:** Kim Sudhalter [<mailto:kim@urbanlegendpr.com>]  
**Sent:** Wednesday, November 23, 2016 8:49 AM  
**To:** La Rue, Rick  
**Cc:** Don Duckworth  
**Subject:** Permit for Holiday Lighting

Hi Rick:

The Melrose Business Improvement District is putting up holiday lights. The city has asked us to provide them with a Certificate of Insurance. Could you please email a copy to me that I can then forward on to them?

Many thanks,  
Kim

Kim Sudhalter  
Urban Legend PR  
213.369.6062

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- [Attachments-29/image001.png](#)
- [Attachments-29/image002.png](#)
- [Attachments-29/image003.png](#)